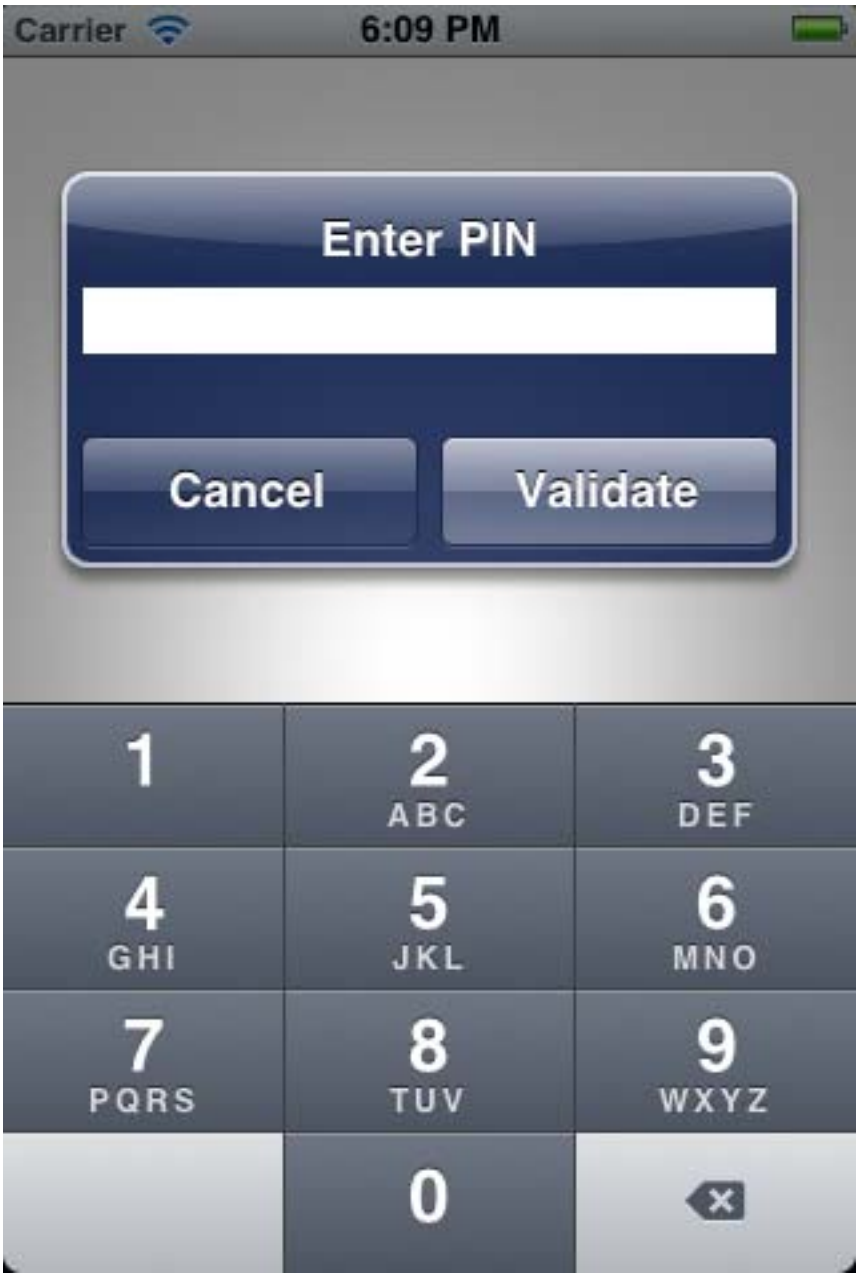
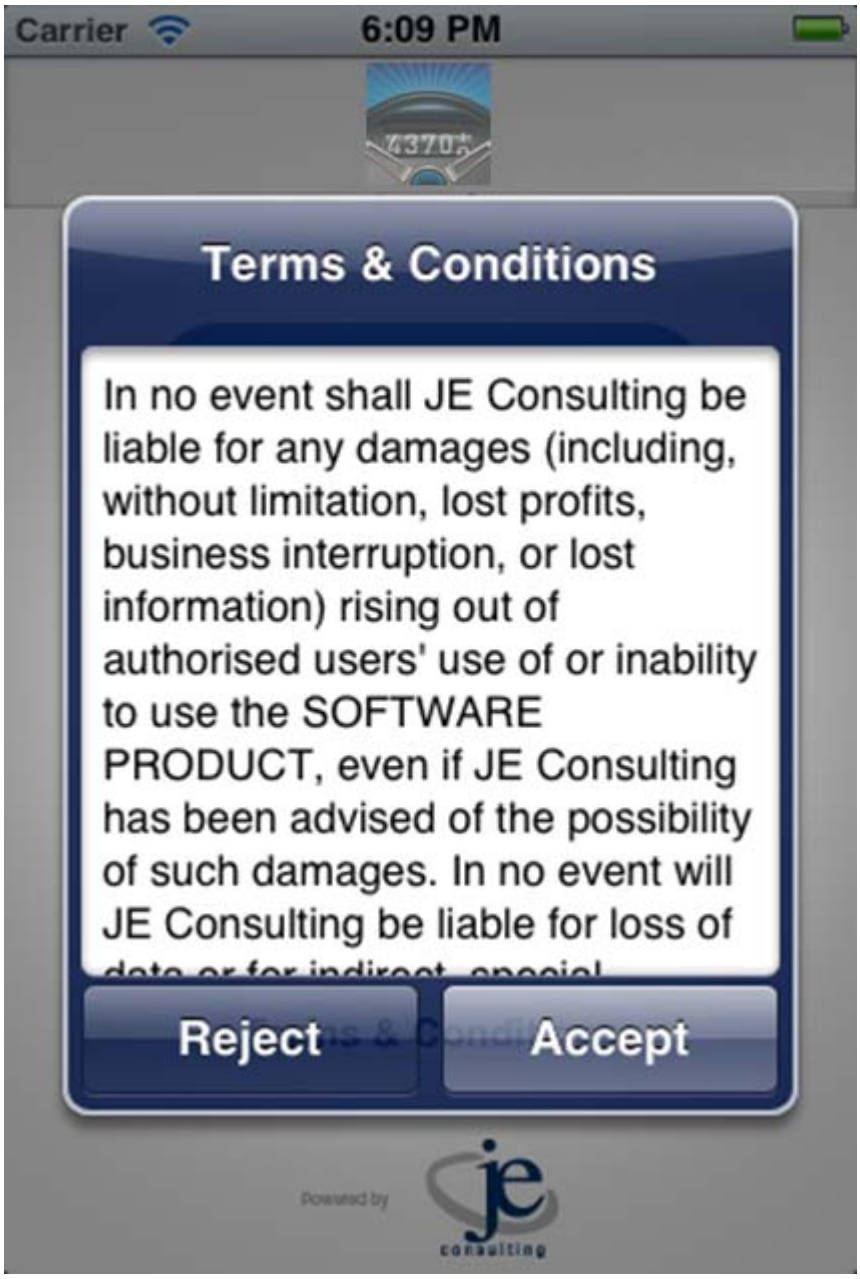
Business Mileage Logger
User Manual

Powered by je consulting

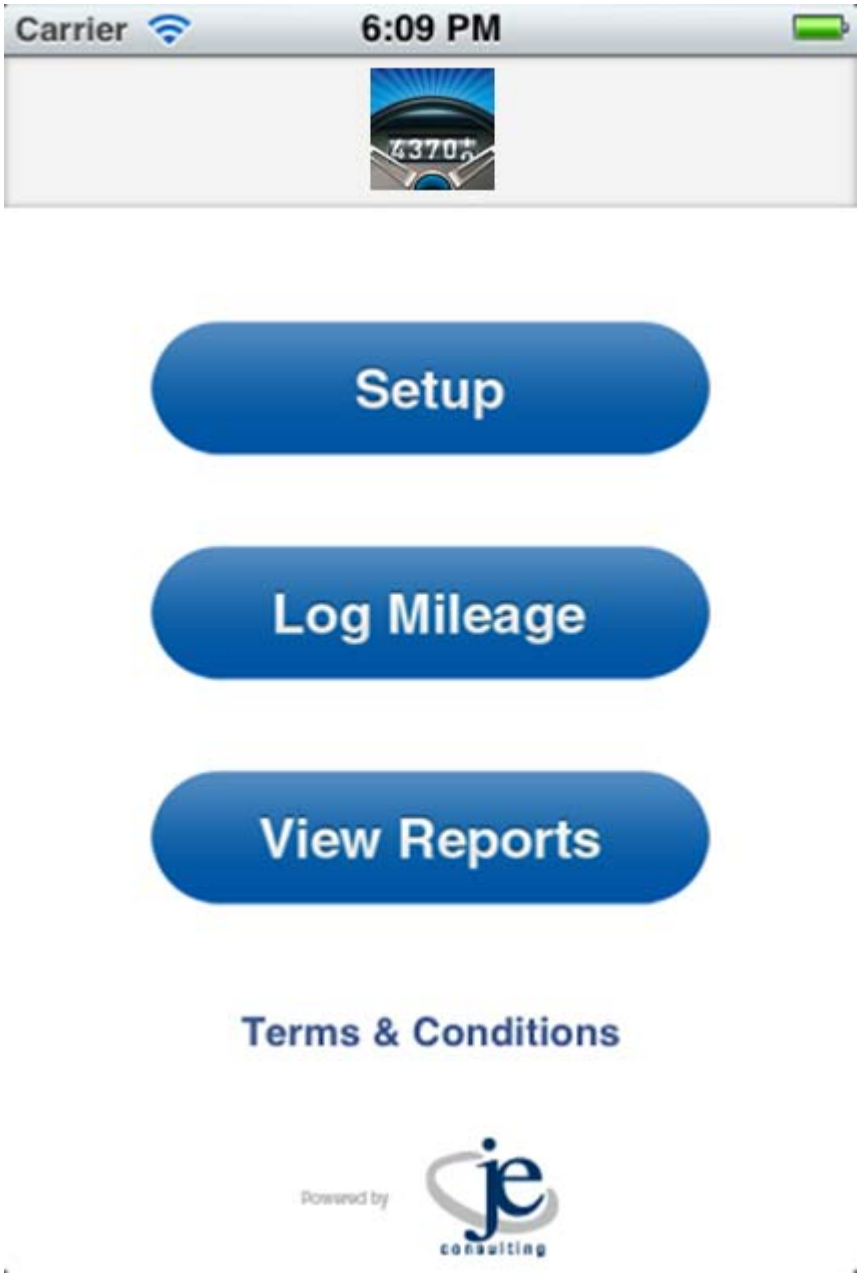
1. After downloading the App from the app store please enter the pin code provided at the time of registering your interest in the App



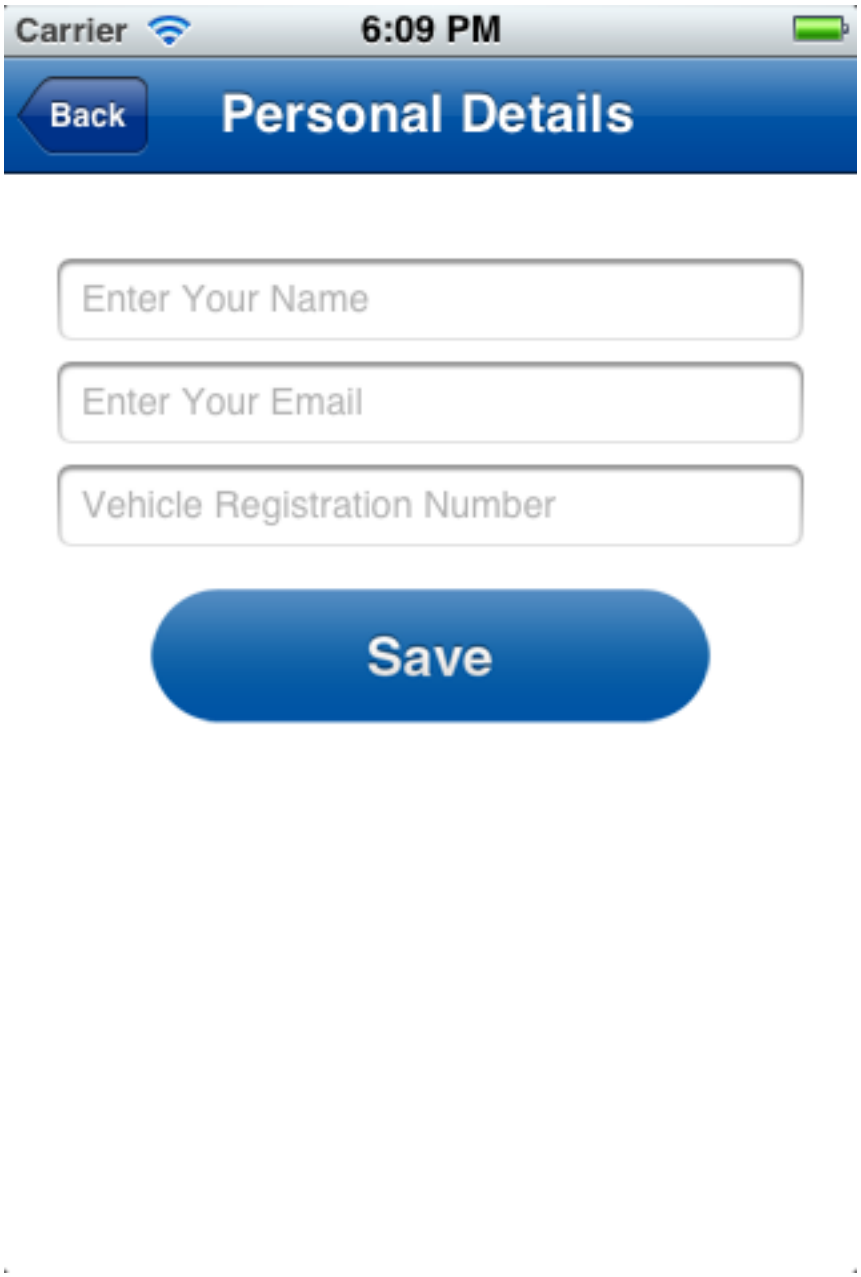
2. You will need to agree to the Terms & Conditions by selection Accept.


Carrier
6:09 PM
Terms & Conditions
In no event shall JE Consulting be liable for any damages (including, without limitation, lost profits, business interruption, or lost information) rising out of authorised users' use of or inability to use the SOFTWARE PRODUCT, even if JE Consulting has been advised of the possibility of such damages. In no event will JE Consulting be liable for loss of
Reject
Accept
Powered by
consulting

3. You will see the home screen after accepting the terms & conditions:

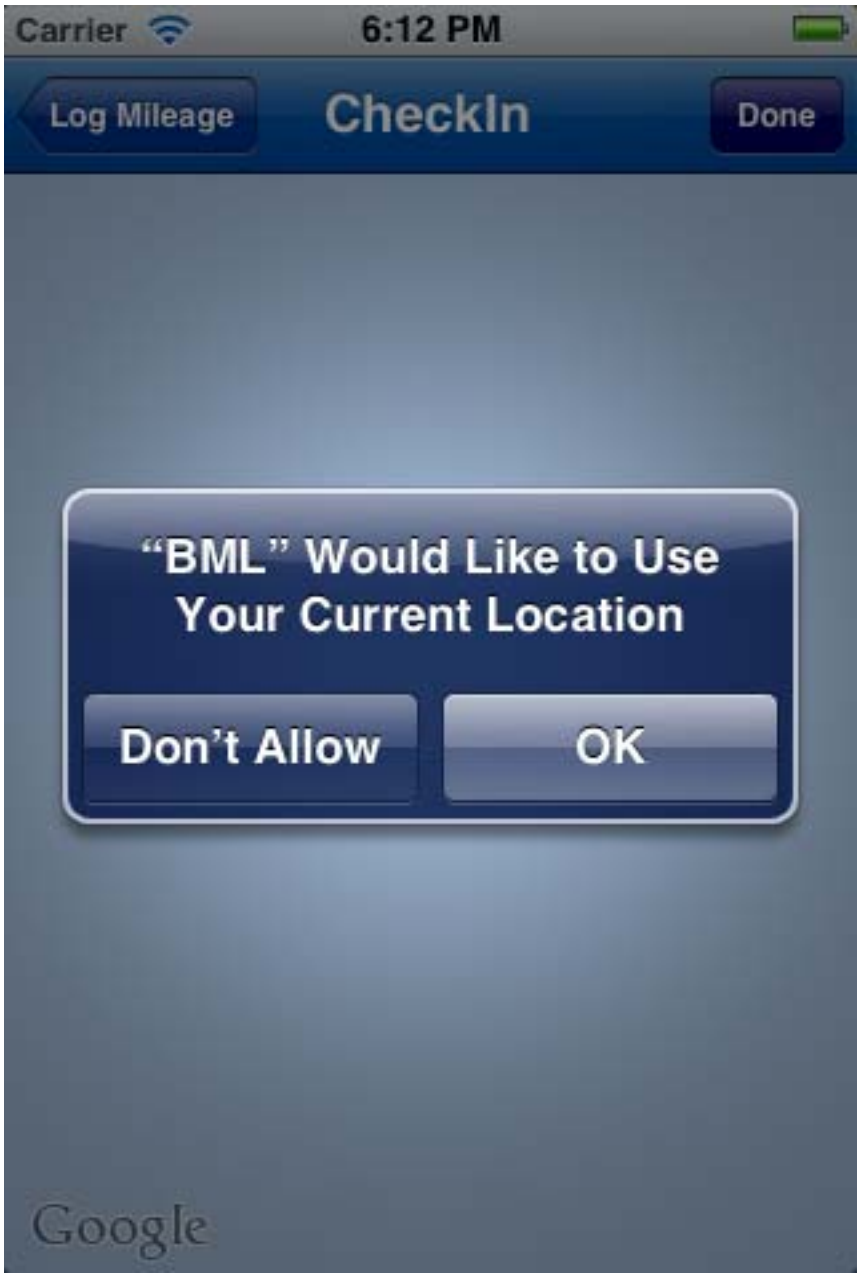


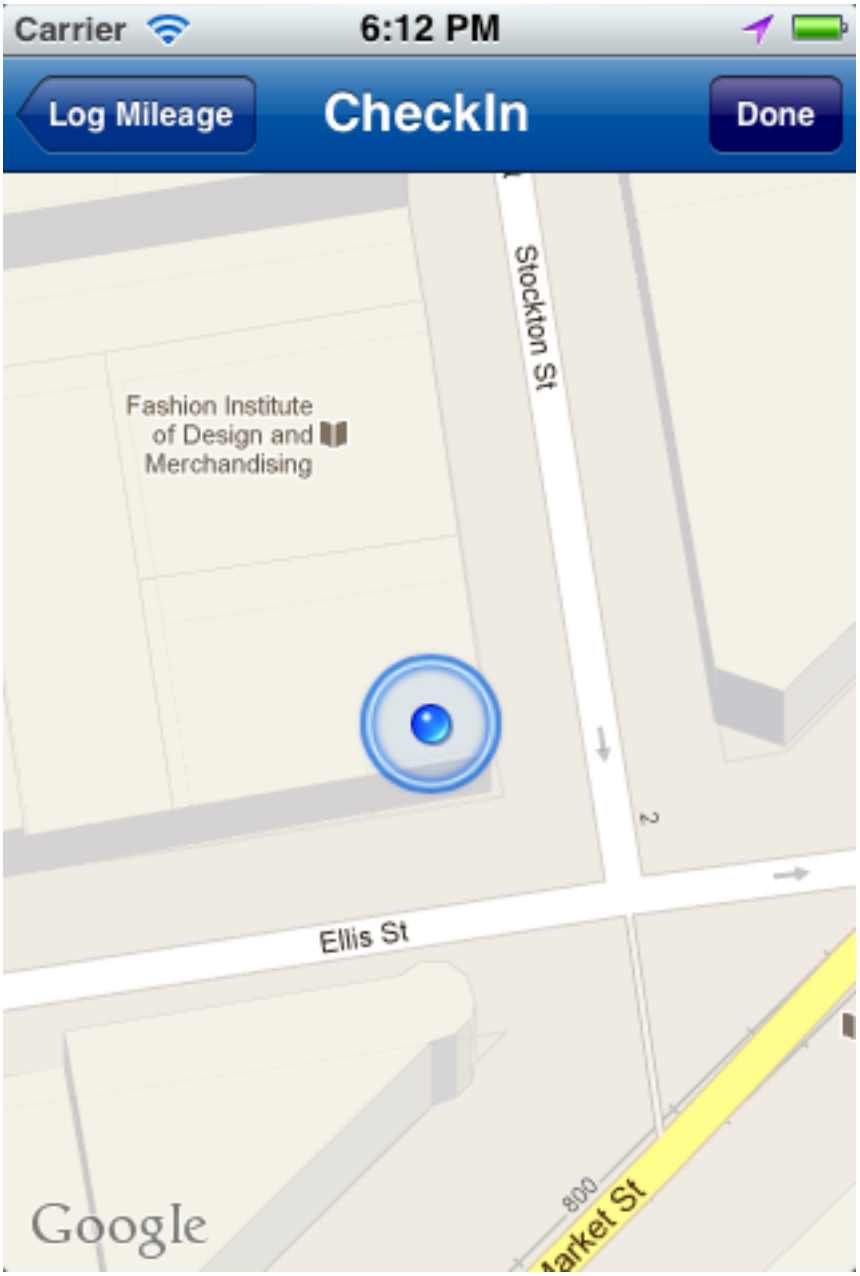
4. In order to make accurate reports you need to provide some personal details such as: Name, Email and Vehicle Registration Number, and click Save.



Carrier
6:10 PM
Back
Personal Details
Full Name
emailid@hotmail.com
ABC123
Save
Q W E R T Y U I O P
A S D F G H J K L
Z X C V B N M
.?123
space
return

5. At the start of a Journey you have to enter the reason, starting location, end location current mileage from the vehicle's trip meter. You can log the Journey at this stage, once you are done with adding these values the App will detect your current location via GPS [make sure your GPS is turned on]. The App will record current location automatically when you are done checking in.


Carrier
6:12 PM
Log Mileage
CheckIn
Done
“BML” Would Like to Use Your Current Location
Don’t Allow
OK
Google


Carrier
6:12 PM
Log Mileage
CheckIn
Done
Stockton St
Fashion Institute
of Design and
Merchandising
Ellis St
Google

6. You can see all your Journey records in the Journey List screens.

7. What is Check In? How it works:

   Check In is the action which tell the App periodically that your location has been changed, for example you started a journey from point A , you travelled to point B which is 3 miles from the starting point. And then you moved to point C which is 4 miles from point B. Your first checkout would be automatically recorded by the App. You have to Check In at point B and C.

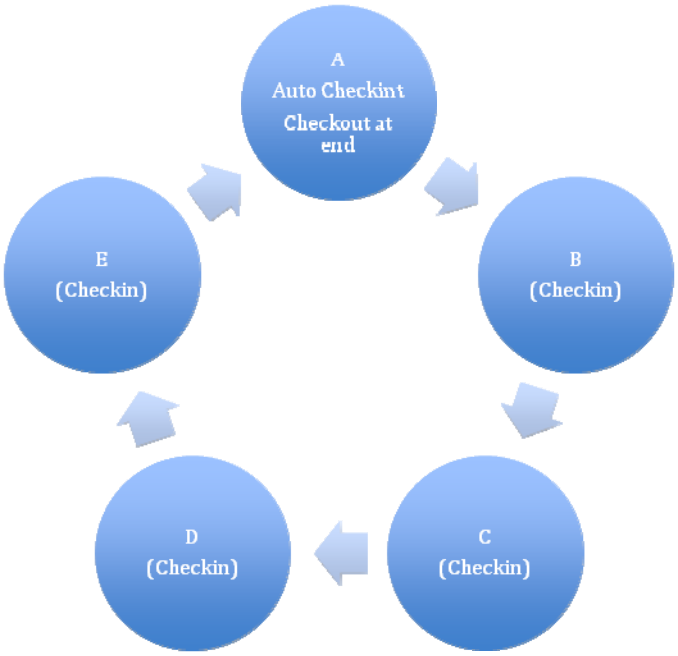


Figure 1: Circular Journey, When starting location and ending location is same

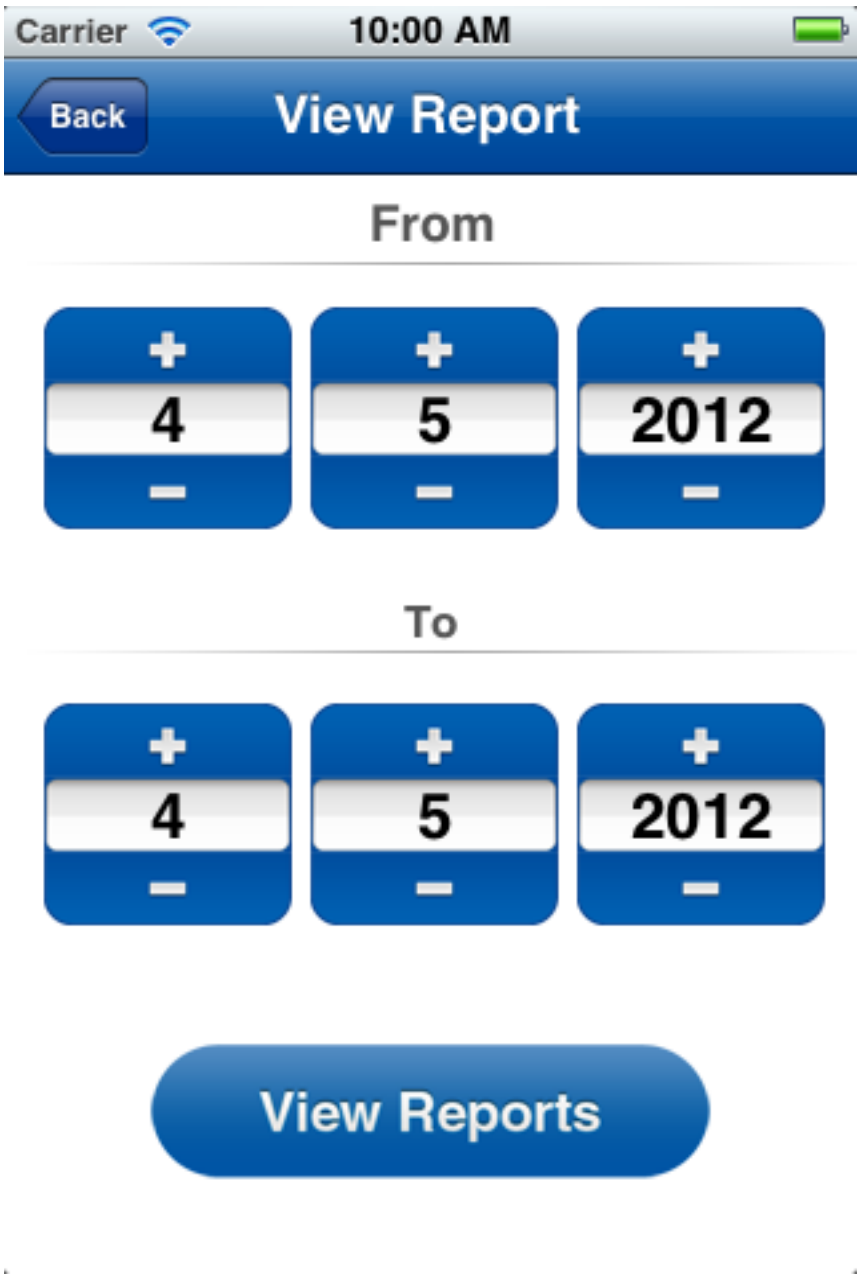
Figure 2: When starting location and ending location is different

8. What is Checkout? How it works:
   Checkout tells the system that a journey has been completed, and the end location will be recorded. Make sure you have entered the current meter reading in finish meter reading field. Otherwise you may get an error while checking out.

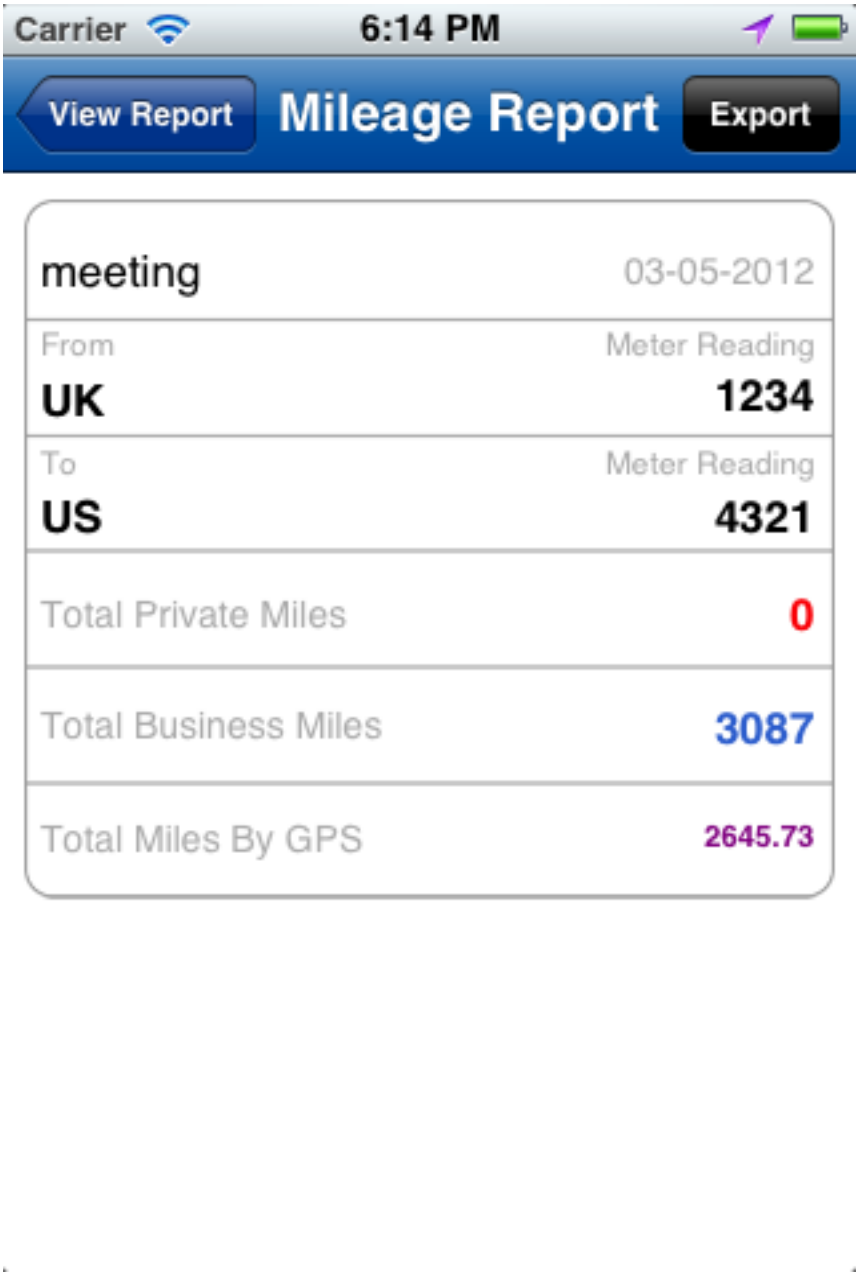
Note: Make sure you have entered all the information before checking out. After checkout you would not be allowed to alter any details in the journey record.

9. Exporting the report

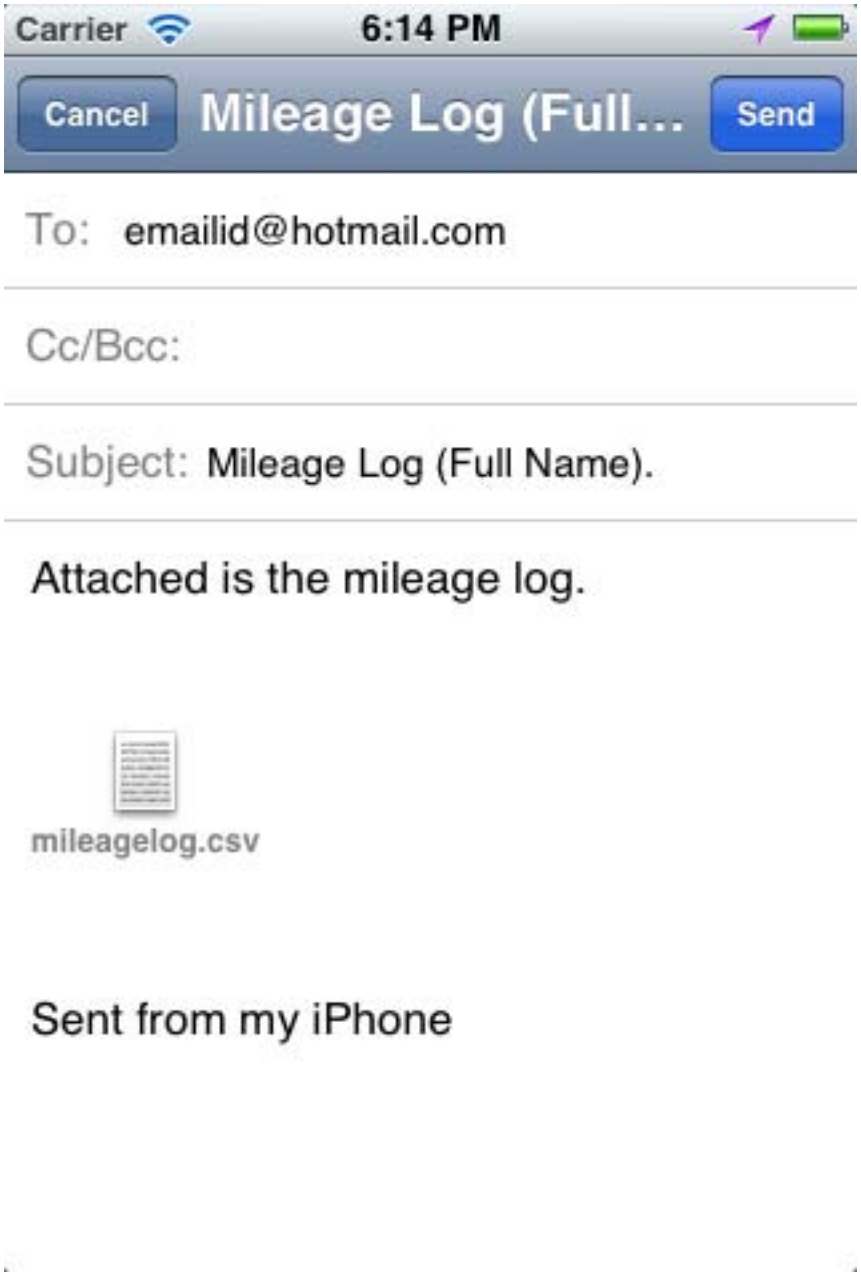
   Once you want to export a journey log. You have to select the dates and press view reports button.



   You would see the journey logs between the selected dates.



10. Email Confirmation



If you need any help then please contact us.